DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Toopartment or rooms	Publication No. 76-RM-1 for instructions on completing this and History, Records Management Division, 330 Capitol Section	is form. Forward signed original to			
Attention: Scheduling	Section. 891028-04	The state of the s			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Georgia Department of Education	Application Number			
<u></u>	Office of Evaluation and Personnel Devel-	89-035			
Application Number	opment, Personnel Development Division Teacher Recruitment Office	Date Received Date Completed			
	1858 Jwin Towers East, Atlanta, GA.30334	MAY 1 0 1989 JUN 1 2 1989			
2. Person to Contact	Working Title	Telephone Number			
Linda Jordan	Coordinator	656-4339			
3. Action Requested					
a. 🗓 Establish Retention Schedule; record will continue to accumulate. b. 🗆 Dispose of present accumulation; no further accumulation anticipated.					
4. Dates of Series	No Check One: ☐ Change; ☐ Superced 5. Records Series Title (followed by title used in office; if diff	e; U Void			
Earliest Latest	or the policy of the part of t				
1984 to date	<u>1984 to date Teacher Recruitment Mellon Project Research Study Files</u>				
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Personnel Development Division is responsible for providing financial and technical					
lassistance to local so	NOOL SYSTEMS and post-secondary institution	ne in the area of ctaff			
and dissemination of	education and recruitment. This division p	romotes research, development			
Iprograms, teacher educ	new and innovative materials and procedures ation and recruitment. The Teacher Recru	for staff development			
for three major service	es: 1. Vacancy Posting Service, 2. Availab	la Parsonnal Filos and 2 lab			
ing 11,2° TH TAOA EUG PE	Vernor's Education Keview Commission anno	inted to ctudy public adver-			
icium im deorgia, expre	SSEQ CONCERN OVER the quality and quantity	of teachers in Convoisio			
ILIGABROOMS and recommended the establishment of a statewide networking eyetom to discominate					
materials and information about teaching. The Department of Education wrote a proposal and obtained funding from the Mellon Foundation and the Chief State School Officers to research and develop recruitment strategies to develop recruitment strategies.					
land develop recruitment strategies to attract exceptional state School Officers to research					
and develop recruitment strategies to attract exceptional people into teaching careers. The major objectives of the project were to identify the types of individuals (See Attachment)					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any):					
Attach samples of the file.					
Documents relating to: Establishing and administering the first objective of the Mellon Project to study the vocational decisions made by Georgia high school seniors.					
to study the vocati	dnat decisions made by deorgia night school	Seniors.			
Included are: Develonme	nt of Questionnaire, Pilot Questionnaires a	dministered to approximately			
500 high school se	niors (confidential information), Questionn	aires administered to			
approximately 6.50) high school seniors (confidential informa	tion), computer printouts			
containing data, re	elated correspondence and final reports.				
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File is arranged: Questionnaires are separated by pilot test and regular study, then grouped					
by school system and thereunder by college-bound, non-college and unusable. Computer printouts are filed by type of data required.					
printouts are filed by type of data required.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;					
twenty-five months and older?					
9. Annual Rate of Accumulation of Records					
Letter-size drawers 8; Legal-size drawers; Shelves; Other (spacify)					
Total Current Accumulation: 11 Cubic Feet					
AR-50-71; Rev. 76 (Over)					

A IT NOT. WHERE				
b. Does the serie X Federal Pri	contain confi vacy Act	idential informatio	n requiring security handling? If yes, cite law o	r regulation.
X c. Is this a vital r	ecord?			
X d. Does this serie	s have historic	al or long term res	earch value?	
e, when one or to	wo oocuments scheduled seco	i in the file make it erately?	necessary to keep the entire file for a long period	d, could these
			published? If yes, attach copy.	
g. Is the informa	tion contained		analyzed and/or recorded in a summarized repor	t?
A 1 17 Yes, attach o	00V		ce, or in another office or agency?	
X If yes, where?			se, or in another office or agency?	
X i. Is this series (a	Ca major port	ion of iti regularly	microfilmed?	
X j. Does the recor			tout? (Sample Attached.) res the series to be kept:	
	•	in the second second		1.00
a. State Law		ye&rs.	at Linguit her und	*None years.
b. Statute of limitation c. Federal law		years.	e. Administrative need	years.
C. I GOD BI 1884		years.	f. Federal retention instructions	
for Mellon Project.	Site visit	t would be ma	CSSO) - there are no written aud de by project Director if funds of Project Director (V. Oakes/J.	appeared to be
2. Approved Disposition Instr			ends that the file series be cut off at the end of	
			;	•
 Hold in the current files Transfer to local holdin 			• • •	
☐ Transfer to State Recor				<u>표</u>
Destroy.		NAV PROBLEM		
☐ Transfer to State Archit ☐ Other (Specify) See		Ž		
*NOTE: Retain Stud complete. then destro	Then trans	ionnaires and ifer these re	Computer Printouts until Longit cords to State Records Center; h	udinal Study is old for 2 years;
** Transfer th permanent r		leport for th	e Mellon Project to the State Ar	chives for
				•
	SEE	ATTACHMENT	SHEET	
These instructions apply to	all prior and	future accumulatio	ons of the series.	
				•
Igency Head/Designee /Signal	ty(e)	Date	Records Management Officer (Signature)	Date
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	mor	Nox288	Nuckia Baken	110 b s 33
(원/선교용-0년 Recommendations in para-	·	 	State Records Committee (Signature,	Date
raph 12 are approved.	State Auditor/Designee		Va State	6/12/09
If disapproved, attach letter			1 1	1/2/2
f explanation.)	Secretary o	f State/Designee	Caway Wilde	14/89
89-035	Gove	cnor Designer	11/1/2	6/1/20
R-50-71; Rev. 78			Neverse Side)	-//07
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